

INSTRUCTIONS FOR COMPLETION OF OTHER COSTS- SUBCONTRACTS ONLY (BUDGET DETAIL)

1. All subcontracts the WIC local agency enters into, regardless of the amount, must be entered on to the appropriate attachment (Attachments 1-17 through 1-19) for the correct budget period. For a definition, examples of a subcontract, and further information, see CMB Chapter 8.

If additional lines (more than 25) are needed use the continuation page for Subcontract included as part of the Funding Application. **DO NOT ENTER THE “SUBCONTRACTS TOTAL AMOUNTS EXCEPT ON THE LAST WORKSHEET USED.**

2. Complete the following information for each subcontract; Subcontractor’s Name (Column A), type of services (Column B), Maximum Funding Amount (Column D) and the Authorized Funding Amount (Column E). If you do not know the name of the subcontractor, enter “To Be Determined” in “Subcontractor Name” field.
3. Columns F and G will only be used for updating the Subcontracts Budget Detail during the term of the agreement.
4. **The “Subcontract Total” must be the same as line item 4 of the appropriate FFY Budget Proposal (Attachments 1-5 through 1-7).**
5. Only complete a “Request for Authorization to Subcontract” form (Attachment 1-20) for each subcontract of \$5,000 or more if the subcontractor is known and submit it with the Funding Application.
6. Prior to the signing of a subcontract (\$5,000 or more) by the local agency and the subcontractor, a draft of the subcontract must be submitted to the State WIC Program for review and approval.
7. If a subcontract is for more than one fiscal year and the total is more than \$5,000 only one “Request for Authorization to Subcontract” form must be submitted. However funds to pay the subcontractor can be drawn only from the fiscal year in which services are provided.
8. Any subcontract in effect for the current Agreement period (2009-2011) that will be in effect for the new Agreement period (2012-2014) must be entered on the appropriate attachment (s). Subcontracts over \$5,000 must also be renewed by the submission of a **new** “Request for Authorization to Subcontract” form.